

ADMINISTRATIVE - INTERNAL USE ONLY

DDA Registry

File Security

DDA 76-3076

18 June 1976

STATINTL MEMORANDUM FOR: [REDACTED]
Chairman, ADMAG

STATINTL FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : After-Hours Security Checks

REFERENCE : Memo for DDA from Chairman, ADMAG,
dated 9 April 1976, Subject: After-
Hours Security Checks

I thought you might be interested in the attached response from the Office of Logistics concerning the after-hours security checks, which ADMAG prompted.

[REDACTED] STATINTL

Attachment

Distribution:

Orig - Addressee w/att
① - DDA Subject w/att
1 - DDA Chrono
1 - RFZ Chrono

Attachment: DDA 76-3031, Memo for DDA from D/Log, dated 15 June 1976, Subject: After-Hours Security Checks

STATINTL EO/DDA/[REDACTED]:1m (18 June 76)

Background: DDA 76-2567, Memo for All DDA Office Directors & Staff Elements from DDA, dated 21 May 1976, Subject: After-Hours Security Checks.

ADMINISTRATIVE - INTERNAL USE ONLY

15 JUN 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : James H. McDonald
Director of Logistics

SUBJECT : After-Hours Security Checks

REFERENCE : Mult adsee memo dtd 21 May 76 fm DDA,
same subject

1. As requested in paragraph 5 of the referent memo, the Office of Logistics (OL) after-hours security check procedures have been reviewed in detail. All OL division and staff chiefs have raised the topic in their respective staff meetings and elicited comments by OL personnel. In a subsequent OL staff meeting, discussion of existing procedures was held; and it was generally concluded that existing procedures appear to be effective and do not appear to be a significant source of complaint from employees.

2. It was specifically noted that within OL there was no requirement to stay an excessive amount of time after close of business to perform security checks. The 10-15 minutes after close of business required for security check is necessary to permit a thorough check after the majority of area occupants have left. It was reasserted that safe custodians were responsible to close their respective safes and that the "checker" or security duty officer for the area should be a Logistics officer defined as GS-07 or above. It was reestablished that the checking area should be kept as small as possible with a guideline maximum of 10 safes per duty officer. Finally, the office policy of requiring division chiefs or deputies to report security status after close of business daily enhances security awareness and should be retained.

3. In sum, the security procedures cited in the referent memo as questionable in nature do not, in general, occur within OL. To ensure continued awareness of correct

OL 6 3009

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: After-Hours Security Checks

security practice as well as to open an avenue for discussion of possible questionable procedures, I have asked each division and staff chief to call to the attention of their personnel the substance of the referent memo and this memorandum.

[REDACTED]

STATINTL

/James H. McDonald

ADMINISTRATIVE - INTERNAL USE ONLY

Security
x oam (mag)

DDA 76-2067

21 MAY 1976

MEMORANDUM FOR: All DDA Office Directors and Staff Elements

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : After-Hours Security Checks

1. The Directorate of Administration's Management Advisory Group has drawn my attention to certain after-hours security procedures that are questionable in nature.

2. These procedures involve:

(a) Expanded hours of business which often require the security checkers to remain as much as an hour after close of business to perform security checks. Even though they may be reimbursed for this overtime, the practice appears questionable.

(b) Some offices assign security checks only to the lower grade employees who most often should not be assigned this responsibility.

(c) Some areas requiring security checks are so extensive that the thoroughness with which the check is made is questioned and the time it takes to complete the check is considered excessive.

(d) In some offices a security violation brings about the imposition of additional checks in an attempt to prevent future violations. One employee's error, therefore, becomes a burden to many employees of an office.

STATINTL

3. [REDACTED], paragraph 18, specifies that operating officials are responsible for insuring that the required security checks are properly made, for arranging for the designation of security check officers, and for requiring additional after-hours security checks if deemed necessary.

ADMINISTRATIVE - INTERNAL USE ONLY

4. There is no question that a formal after-hours security check system is essential for the necessary protection of the classified holdings of this Agency. On the other hand, if that formalized system carries with it some detrimental facets affecting employees, I should think they would be easily enough corrected.

5. I would appreciate your having a look at your procedures on after-hours security checks to determine whether or not they can be streamlined and made more efficient and less onerous. I am concerned that where the area to be checked is unnecessarily large and procedures become over-formalized, checks can become routine, subconscious acts which contribute to errors and violations. I would suggest as well that if you have questions, you contact the Office of Security, either for advice or to survey your security check system.

STATINTL


John F. Blake

Distribution:

- 1 - Each DDA Office Director
- 1 - DDA/AI
- 1 - DDA/AR
- 1 - DDA/PS
- 1 - DDA/CMO
- 1 - DDA/ISAS
- 1 - DDA/IPS
- 1 - DDA/AA
- 1 - DDA/RCB
- 1 - DDA/HS
- 1 - DDA/SSA

✓ Orig - DDA Subject

1 - DDA Chrono

1 - RFZ Chrono

STATINTL EO/DDA/:lm (20 May 76)

Background: DDA 76-2022, Memo for DDA from D/OS, dated 21 Apr 76, Subject: After-Hours Security Checks; DDA 76-1843, Memo for DDA from Chairman, ADMAG, Dated 9 April 76, Subject: After-Hours Security Checks

ADMINISTRATIVE = INTERNAL USE ONLY